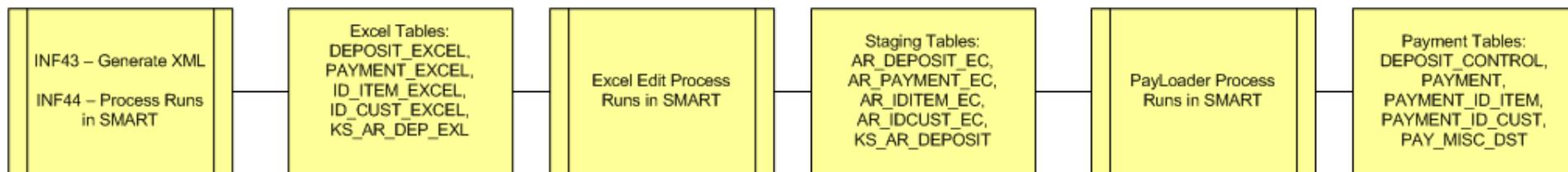


- This Desk Aid instructs users on the INF43 & INF44 process and error corrections.
- INF43 – Deposit Spreadsheet Upload is available to all State of Kansas Agencies utilizing the Accounts Receivable Module in SMART.
- INF44 – Deposit Interface is available to State of Kansas Agencies that have expressed interest and have been set-up to use in the Accounts Receivable Module in SMART

There are 3 layers of tables affected by INF43 and INF44 transactions. Batch jobs in SMART handle moving the data from table-to-table. The batch jobs listed below run hourly from 9:00am – 5:00pm and once nightly.

- The first layer of tables affected are the ‘Excel Tables’.
 - When a user clicks the ‘Generate XML’ button within the INF43 Spreadsheet these tables are populated.
 - When the INF44 process runs, these tables are populated.
- The second layer of tables affected are the ‘Staging Tables’.
 - The Excel Edit process moves data from the ‘Excel Tables’ into the ‘Staging Tables’.
- The third and final layer of tables affected are the ‘Payment Tables’.
 - The PayLoader process moves data from the ‘Staging Tables’ to the permanent ‘Payment Tables’ within SMART.



Example of INF44 flow through SMART (these are approximate times):

9:30am – INF44 file is placed on the Mainframe

10:00am – INF44 process runs in SMART

10:15am – Excel Edit process runs in SMART

10:30am – PayLoader process runs in SMART

11:00am – Deposit is available online for approval if no errors were encountered; if the deposit is not viewable from the Excel Error Correction page or online, a Help Desk ticket should be logged. Be sure to include the time that the INF44 file was placed on the Mainframe and the .ERR file (if one was generated).

Example of INF43 flow through SMART (these are approximate times):

9:30am – INF43 file is XML Generated

10:15am – Excel Edit process runs in SMART

10:30am – PayLoader process runs in SMART

11:00am – Deposit is available online for approval if no errors were encountered; if the deposit is not viewable from the Excel Error Correction page or online, a Help Desk ticket should be logged. Be sure to include the time that the INF43 XML was generated and the Excel document that was used if possible.

Errors for INF43 and/or INF44 will most likely occur during the first two layers of processing. The listing below describes errors that may be encountered. They are as follows:

First Layer Errors

When an error is encountered in the First Layer of processing it results in the entire file being rejected. It must be corrected and resubmitted. A few examples include:

INF43: Error in Excel when generating XML

INF44: Control totals and/or counts not balancing.

INF44: Incorrect formatting of the file

When an INF44 is not loaded due to error an .ERR file is created on the Mainframe.

There is no .ERR file for INF43.

It is best practice for Agencies to monitor the flow of all interfaced/uploaded deposits.

Keep in mind that the jobs responsible for moving INF43/INF44 through SMART are scheduled to run hourly from 9:00am-5:00pm

Second Layer Errors

Depending on the error encountered in this layer of processing, it may be correctable online through the Excel Error Correction Page. The following errors are examples of things correctable online:

- Received Date
- Accounting Date
- Control Total Amount
- Control Count

It is the Agency's discretion as to whether they correct these errors online. Best practice would be to delete the Deposit, correct the source and resubmit.

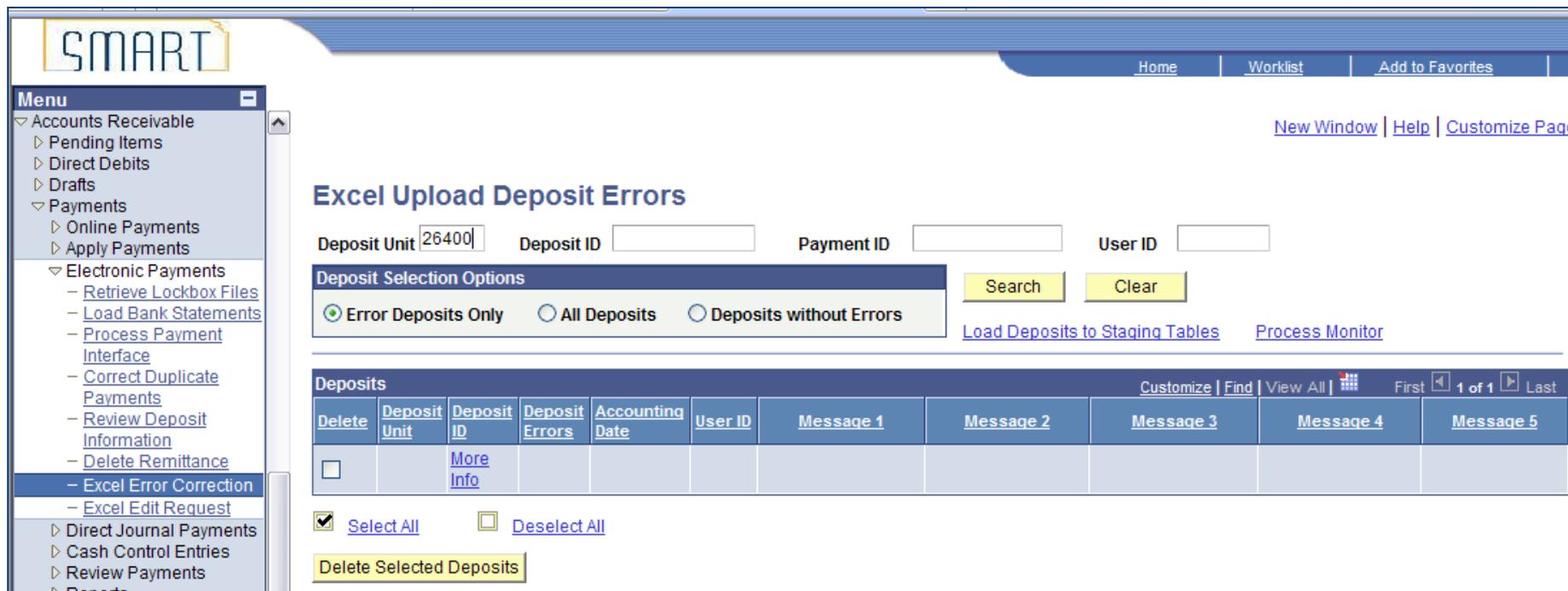
Deposits with errors corrected online will be processed through Excel Edit once more in the next scheduled run of the job.

Invalid ChartField errors on a Deposit ARE NOT correctable on-line. The Deposit must be deleted and the ChartFields MUST be corrected in the source file and resubmitted.

If there are multiple Accounting Lines in the Deposit and one has errors the whole Deposit must be deleted, the line must be corrected in the source file and resubmitted.

Step 1: Locate Online Errors in a INF43/INF44 File

- A. Enter the Deposit Unit
- B. Clear out the Deposit ID
- C. Clear out the Payment ID
- D. Clear out the User ID
- E. Select the 'Error Deposits Only' radio button
- F. Click the 'Search' button



Excel Upload Deposit Errors

Deposit Unit Deposit ID Payment ID User ID

Deposit Selection Options

Error Deposits Only All Deposits Deposits without Errors

[Search](#) [Clear](#)

[Load Deposits to Staging Tables](#) [Process Monitor](#)

Delete	Deposit Unit	Deposit ID	Deposit Errors	Accounting Date	User ID	Message 1	Message 2	Message 3	Message 4	Message 5
<input type="checkbox"/>		More Info								

[Select All](#) [Deselect All](#)

[Delete Selected Deposits](#)

Step 2: Select the Deposit you would like to view

All Deposits for the Business Unit that are in Error will be displayed. Each Deposit will display up to 5 error messages. Once an error is corrected, it will no longer be displayed. If there are more than five errors, new messages will be displayed as previous errors are corrected

A. Click the Deposit ID link

Excel Upload Deposit Errors

Deposit Unit: Deposit ID: Payment ID: User ID:

Deposit Selection Options: Error Deposits Only All Deposits Deposits without Errors

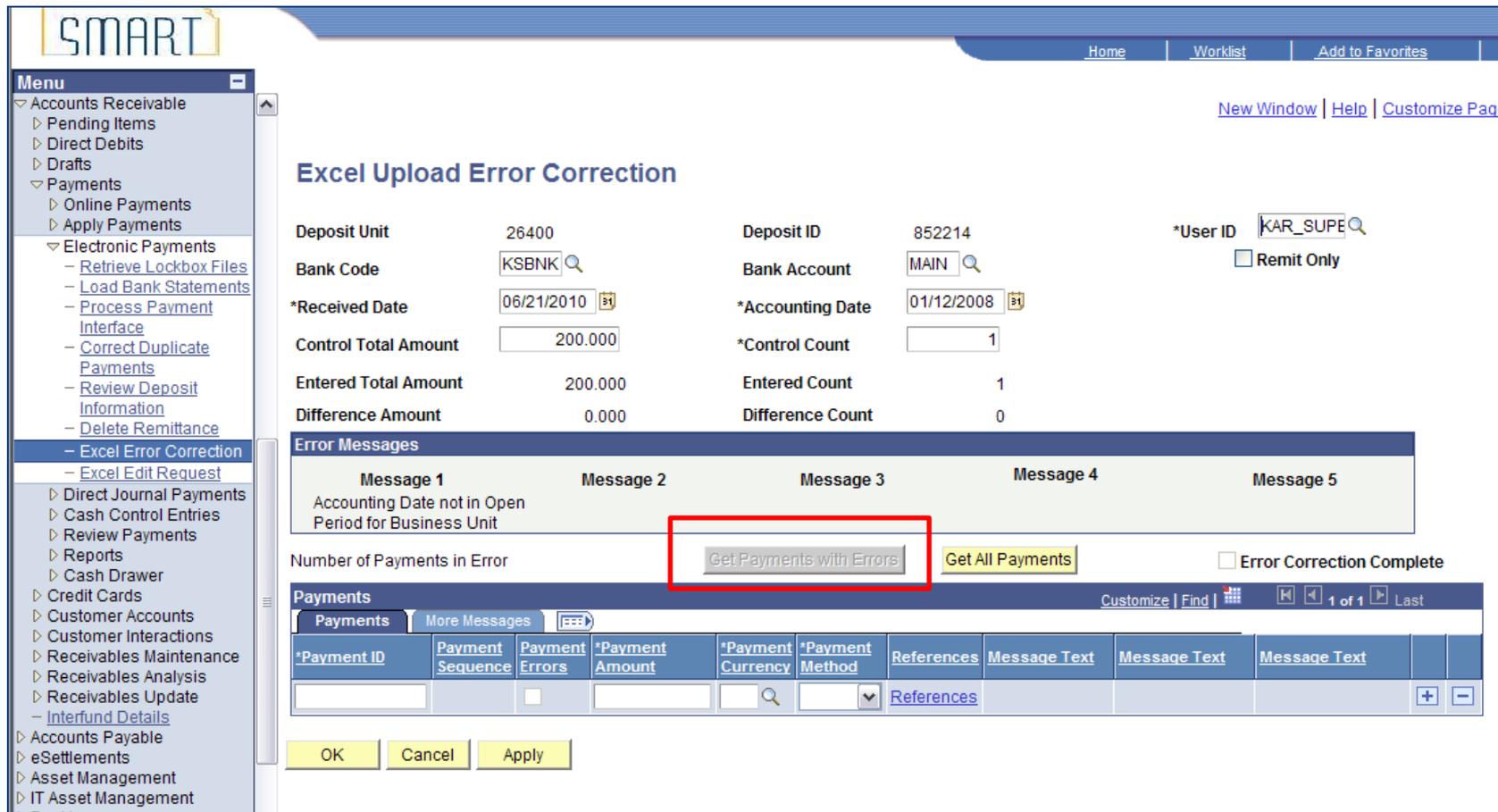
[Load Deposits to Staging Tables](#) [Process Monitor](#)

Delete	Deposit Unit	Deposit ID	Deposit Errors	Accounting Date	User ID	Message 1	Message 2	Message 3	Message 4	Message 5
<input type="checkbox"/>	26400	158445	Y	06/28/2010	KAR_SUPERUSER	Invalid Account on Line 2 for GLBU 26400	Invalid Department on Line 3 for GLBU 26400	Invalid Fund Code on Line 4 for GLBU 26400		
<input type="checkbox"/>	26400	412365	Y	06/21/2010	KAR_SUPERUSER	Invalid Budget Unit on Line 1 for GLBU 26400				
<input type="checkbox"/>	26400	4586	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400	Invalid Account on Line 1 for GLBU 26400			
<input type="checkbox"/>	26400	852214	Y	01/12/2008	KAR_SUPERUSER	Accounting Date not in Open Period for Business Unit				
<input type="checkbox"/>	26400	85966	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400	Invalid Department on Line 1 for GLBU 26400			
<input type="checkbox"/>	26400	8599	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400				
<input type="checkbox"/>	26400	888445	Y	06/29/2010	KAR_SUPERUSER	Invalid Account on Line 2 for GLBU 26400	Invalid Department on Line 3 for GLBU 26400	Invalid Fund Code on Line 4 for GLBU 26400		

Select All Deselect All

Step 2: Select the Deposit you would like to view

B. If there is more than one payment in error, the 'Get Payments with Errors' button will be yellow. Click it to view all payments with error.



The screenshot shows the SMART software interface for 'Excel Upload Error Correction'. The left sidebar contains a 'Menu' with various options like 'Accounts Receivable', 'Payments', and 'Electronic Payments'. The main area displays a form with the following fields:

- Deposit Unit: 26400
- Bank Code: KSBK
- *Received Date: 06/21/2010
- Control Total Amount: 200.000
- Entered Total Amount: 200.000
- Difference Amount: 0.000
- Deposit ID: 852214
- Bank Account: MAIN
- *Accounting Date: 01/12/2008
- *Control Count: 1
- Entered Count: 1
- Difference Count: 0
- *User ID: KAR_SUPE
- Remit Only

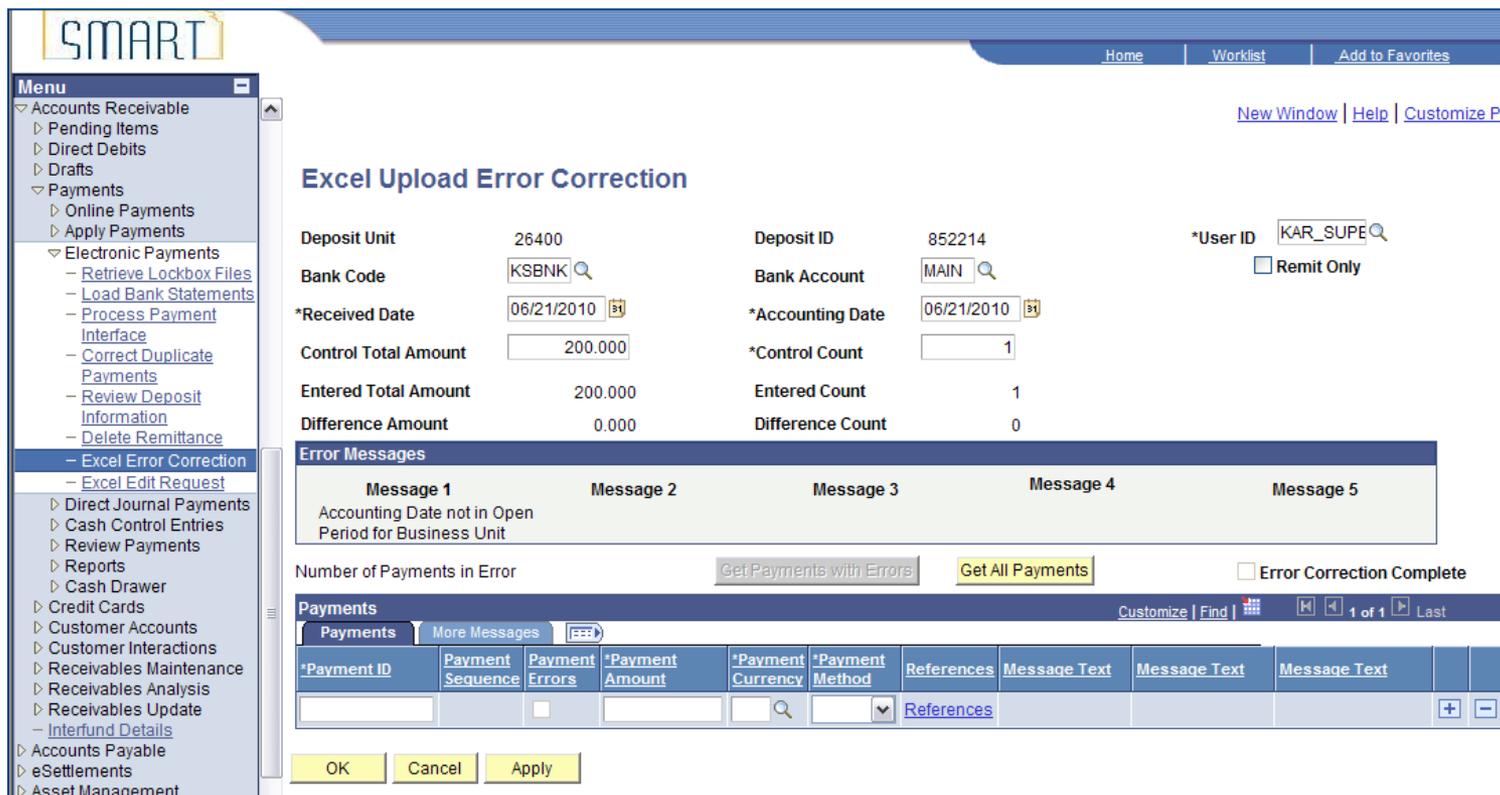
Below the form is an 'Error Messages' section with five columns: Message 1, Message 2, Message 3, Message 4, and Message 5. Message 1 contains the text: 'Accounting Date not in Open Period for Business Unit'. Below this is a 'Number of Payments in Error' section with two buttons: 'Get Payments with Errors' (highlighted with a red box) and 'Get All Payments'. There is also a checkbox for 'Error Correction Complete'.

At the bottom, there is a 'Payments' table with columns: *Payment ID, Payment Sequence, Payment Errors, *Payment Amount, *Payment Currency, *Payment Method, References, Message Text, Message Text, and Message Text. The table is currently empty. Below the table are 'OK', 'Cancel', and 'Apply' buttons.

Step 3: Review/Make Corrections

A. Review errors and make corrections if applicable; click the 'Apply' button.

B. The next scheduled run of Excel Edit will validate the Deposit once more and either send to error or move it on for further processing



Excel Upload Error Correction

Deposit Unit: 26400 Deposit ID: 852214 *User ID: KAR_SUPE

Bank Code: KSBNK Bank Account: MAIN Remit Only

*Received Date: 06/21/2010 *Accounting Date: 06/21/2010

Control Total Amount: 200.000 *Control Count: 1

Entered Total Amount: 200.000 Entered Count: 1

Difference Amount: 0.000 Difference Count: 0

Message 1	Message 2	Message 3	Message 4	Message 5
Accounting Date not in Open Period for Business Unit				

Number of Payments in Error: Error Correction Complete

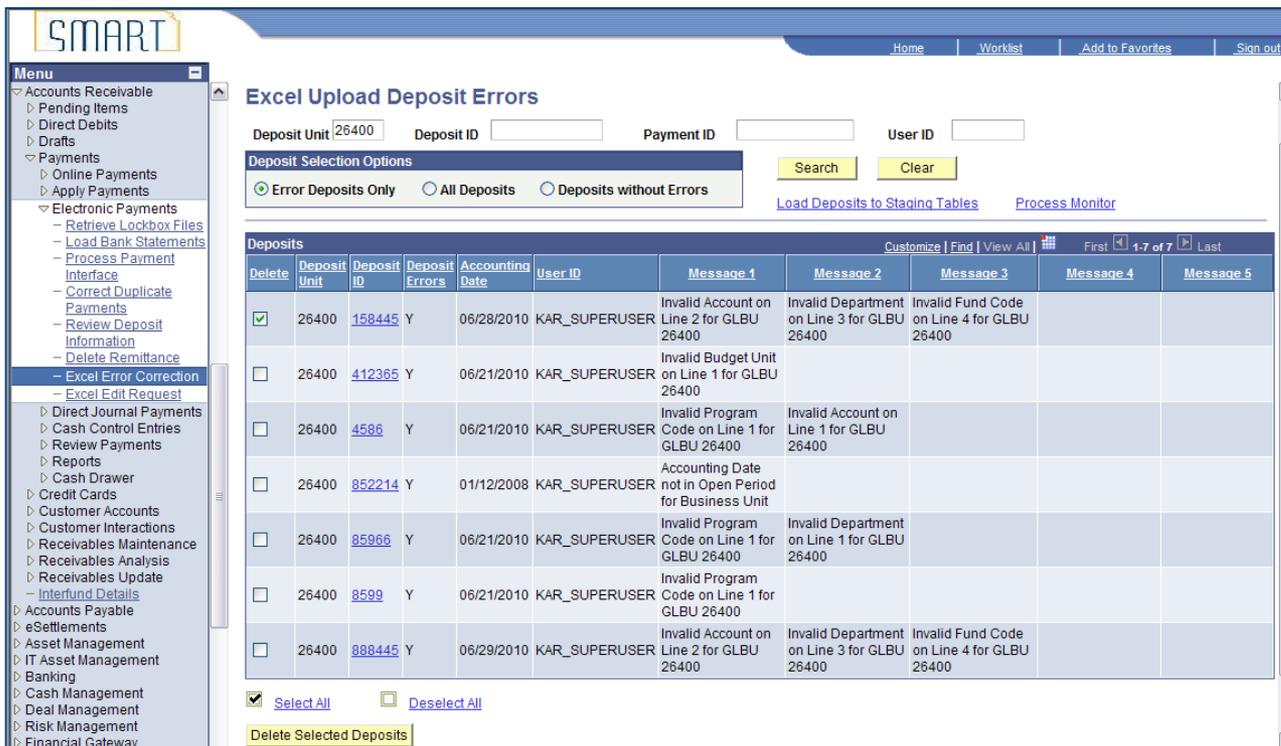
*Payment ID	Payment Sequence	Payment Errors	*Payment Amount	*Payment Currency	*Payment Method	References	Message Text	Message Text	Message Text
						References			

Note: the correction made to this error was 'Accounting Date'

Step 4: Delete Deposit

If the error cannot be corrected online or the Agency wishes to correct the source file and reload the Deposit you must delete the deposit in error.

- A. Place a check mark in the 'Delete' box of the Deposit you wish to delete.
- B. Click the 'Delete Selected Deposits' box.
- C. The Deposit is now deleted from SMART. It should be corrected at the source and resubmitted.



Excel Upload Deposit Errors

Deposit Unit: 26400 Deposit ID: Payment ID: User ID:

Deposit Selection Options:
 Error Deposits Only All Deposits Deposits without Errors [Search](#) [Clear](#) [Load Deposits to Staging Tables](#) [Process Monitor](#)

Delete	Deposit Unit	Deposit ID	Deposit Errors	Accounting Date	User ID	Message 1	Message 2	Message 3	Message 4	Message 5
<input checked="" type="checkbox"/>	26400	158445	Y	06/28/2010	KAR_SUPERUSER	Invalid Account on Line 2 for GLBU 26400	Invalid Department on Line 3 for GLBU 26400	Invalid Fund Code on Line 4 for GLBU 26400		
<input type="checkbox"/>	26400	412365	Y	06/21/2010	KAR_SUPERUSER	Invalid Budget Unit on Line 1 for GLBU 26400				
<input type="checkbox"/>	26400	4586	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400	Invalid Account on Line 1 for GLBU 26400			
<input type="checkbox"/>	26400	852214	Y	01/12/2008	KAR_SUPERUSER	Accounting Date not in Open Period for Business Unit				
<input type="checkbox"/>	26400	85966	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400	Invalid Department on Line 1 for GLBU 26400			
<input type="checkbox"/>	26400	8599	Y	06/21/2010	KAR_SUPERUSER	Invalid Program Code on Line 1 for GLBU 26400				
<input type="checkbox"/>	26400	888445	Y	06/29/2010	KAR_SUPERUSER	Invalid Account on Line 2 for GLBU 26400	Invalid Department on Line 3 for GLBU 26400	Invalid Fund Code on Line 4 for GLBU 26400		

Select All Deselect All [Delete Selected Deposits](#)